

## MARKING AN ILT CLASS INACTIVE

Marking a class inactive helps to keep the system cleaned up, by moving an ILT class to an inactive status it helps to narrow down the list of activities that are shown on the Learning activity page.

Marking classes inactive DOES NOT remove them from a Learner's Transcript, all of the credit information will remain the same.

To mark a class as inactive follow the steps below.

1. From the Learning Activities page search for the class that you wish to mark inactive.
  - Inactive Classes should be ILT Classes that have a past date.

Create and manage learning activities.

KELMS new user

Displaying 7 of 7 Records 10 25 50 100

ILT Class

Name	Activity Type	Start Date	End Date	Code	Primary Domain	Facility	Published Date	Last Updated Date	Actions
ODET - KELMS 17.1.1 New User Training For Instructors	ILT Class	8/22/2017 9:00 AM EDT	8/22/2017 12:00 PM EDT	55790ILTTECKELMSI300-o-0001	GSC Global	Kentucky State Office Building - Group A, Frankfort, KY	6/19/2017 12:14 PM EDT	8/14/2017 10:45 AM EDT	<input checked="" type="checkbox"/> <input type="button" value="EDIT"/>

2. Click on the edit button beside the class that you will be marking as inactive.
3. Send class to staging
4. Under the Status Option you will need to remove the check mark beside Active.

STAGE PRODUCTION

Go To Expand All Collapse All Checklist View Required Properties

keywords to search for this activity (separated by space):

Status

Control the availability of this activity for use in other activity structures, viewability in searches, and overall functionality (active or inactive).

☒ Active

☐ Hide from search results for Learners and Managers

☐ Canceled

☐ No registration required

☐ Hide in Manager mode

☐ Hidden from Transcript

☒ Can be copied

☒ Can be subscribed

☒ Can be fulfilled

Status:

5. Once the Active box is unmarked, you will notice on the left side of the screen the option to view tracks.

## MARKING AN ILT CLASS INACTIVE

### 6. Click on View Tracks

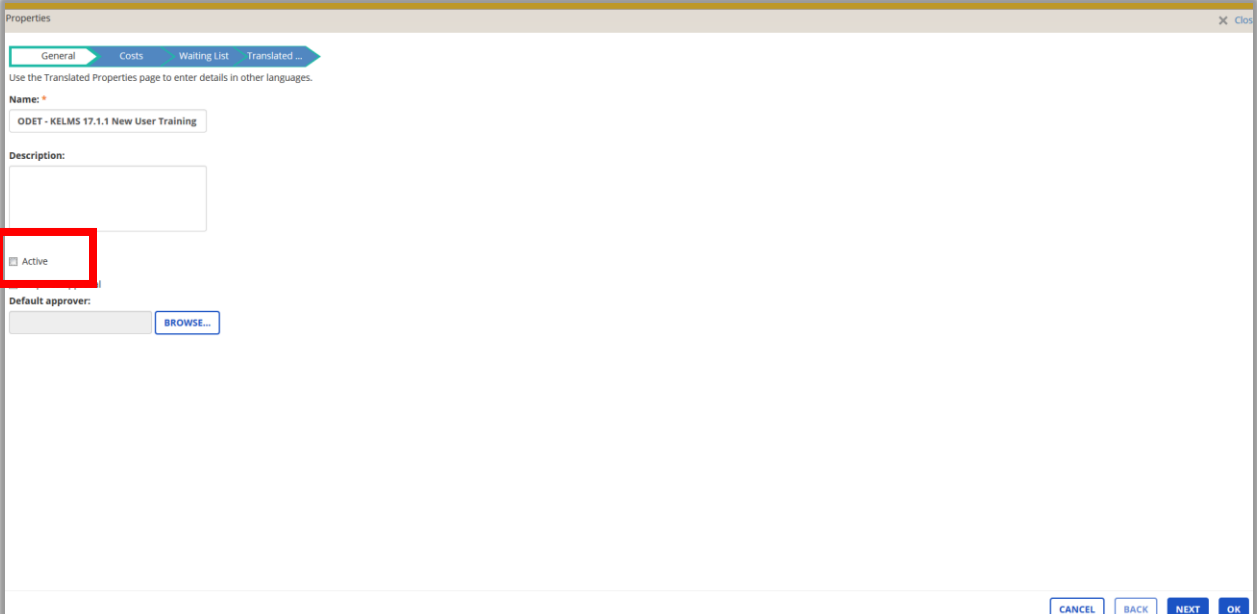
The screenshot shows a web interface with a top navigation bar containing 'STAGE' and 'PRODUCTION' tabs. Below the tabs, there is a 'View Tracks' button with a red box around it, followed by '+ New' and 'Actions' dropdown menus. The main content area on the right is titled 'keywords to search for this activity (separated by space):' and contains a large empty text input field. Below this is a 'Status' section with the text 'Control the availability of this activity for use in other activity structures,' followed by a list of status options with checkboxes: 'Active', 'Hide from search results for Learners and Managers', 'Canceled', 'No registration required', 'Hide in Manager mode', 'Hidden from Transcript', 'Can be copied' (checked), 'Can be subscribed' (checked), and 'Can be fulfilled' (checked). At the bottom of the status section is a 'Status:' label.

### 7. Under Properties Click General

The screenshot shows a web interface for 'ODET - KELMS 17.1.1 NEW USER TRAINING FOR INSTRUCTORS'. The top navigation bar has 'STAGE' and 'PRODUCTION' tabs. Below the tabs, there is a 'View Activities' button, a '+ New' button, and an 'Actions' dropdown menu. The main content area on the right is titled 'ODET - KELMS 17.1.1 NEW USER TRAINING FOR INSTRUCTORS' and contains the text 'Create or modify track properties from this page. Tracks allow different groups of learners to register for different portions of le will be used during learner registration.' Below this is a 'PROPERTIES' section with a red box around the 'General' tab, followed by 'Costs', 'Waiting List', and 'Translated Properties' tabs. Below the 'PROPERTIES' section is a 'RELATIONSHIPS' section with 'Learning Activities' and 'Audiences' tabs.

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8. Remove the Checkmark beside Active and, click ok.



The image shows a 'Properties' dialog box with a tabbed interface. The 'General' tab is selected. The 'Name' field contains 'ODET - KELMS 17.1.1 New User Training'. The 'Description' field is empty. The 'Active' checkbox is checked and is highlighted with a red rectangle. The 'Default approver' field is empty with a 'BROWSE...' button next to it. At the bottom right, there are buttons for 'CANCEL', 'BACK', 'NEXT', and 'OK'.

Properties

General Costs Waiting List Translated ...

Use the Translated Properties page to enter details in other languages.

Name: \*

ODET - KELMS 17.1.1 New User Training

Description:

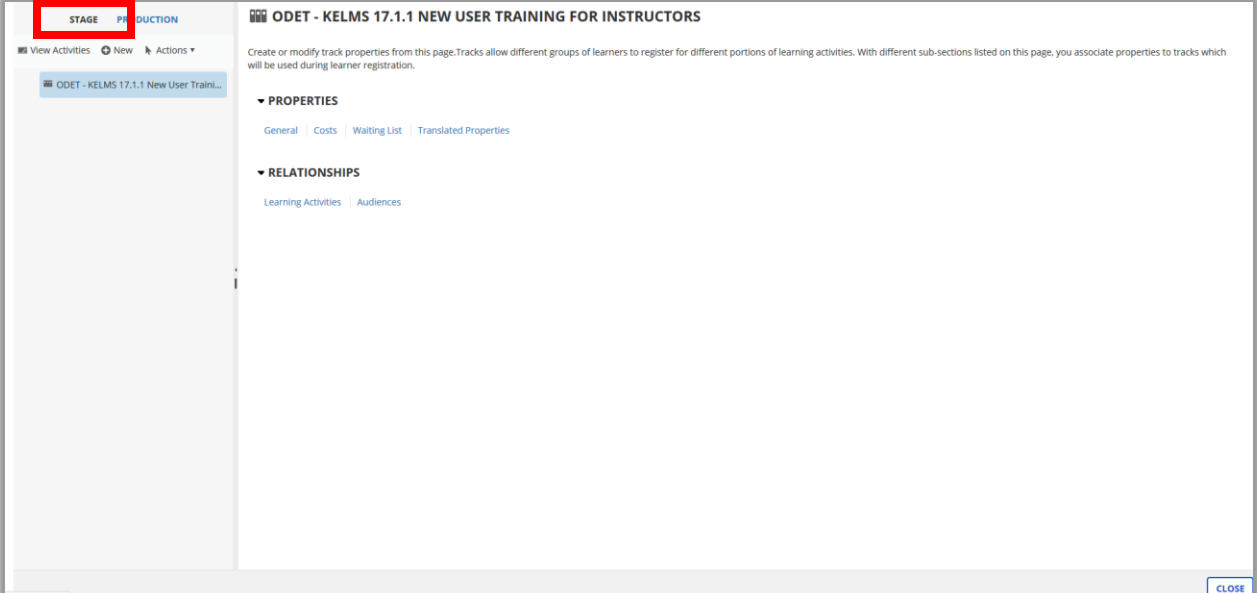
☒ Active

Default approver:

BROWSE...

CANCEL BACK NEXT OK

9. Click on staging



The image shows the main application window. The 'STAGE' tab is selected and highlighted with a red rectangle. The window title is 'ODET - KELMS 17.1.1 NEW USER TRAINING FOR INSTRUCTORS'. The left sidebar shows a list of activities, with 'ODET - KELMS 17.1.1 New User Train...' selected. The main content area has a description and sections for 'PROPERTIES' and 'RELATIONSHIPS'. The 'PROPERTIES' section has tabs for 'General', 'Costs', 'Waiting List', and 'Translated Properties'. The 'RELATIONSHIPS' section has tabs for 'Learning Activities' and 'Audiences'. A 'CLOSE' button is at the bottom right.

STAGE PRODUCTION

View Activities New Actions

ODET - KELMS 17.1.1 New User Train...

ODET - KELMS 17.1.1 NEW USER TRAINING FOR INSTRUCTORS

Create or modify track properties from this page. Tracks allow different groups of learners to register for different portions of learning activities. With different sub-sections listed on this page, you associate properties to tracks which will be used during learner registration.

PROPERTIES

General Costs Waiting List Translated Properties

RELATIONSHIPS

Learning Activities Audiences

CLOSE

10. Click Move to production.